

Process Name: Purchasing		Process Identifier: PU	
Sub-Process Name: Award Document (PO)		Sub-Process Identifier: PU-3 (P)	
Sub-Process Purpose and Objectives: To create a PO (1) when ordering off an existing contract, or (2) for a “Local” purchase.			
Sub-Process Description: When ordering off an existing contract, the agency searched for an item(s) listed on a contract(s) in TOPS. When an item(s) is found on a contract(s), or if a Local purchase is being performed, the PO information is entered into TOPS (i.e., header, line items, accounting, etc.). TOPS validates the account coding against data in STARS. If the account coding is correct, TOPS then generates an electronic approval path. When all required approvals have been granted, the TOPS user changes the TOPS status code to reserve/encumber funds in STARS. If the PO is being created to order from an agency term contract of a DPA from bid, the contract’s available balance is reduced by the amount of the release order in TOPS. If the PO is being created to order from a statewide contract or to make a Local purchase, an encumbrance is created in TOPS and in STARS.			
Next the PO is printed which causes the Goods Receipt record to be generated overnight in TOPS. The printed PO is filed and distributed, and mailed to the vendor. The process flow then passes to the Goods Receipt sub-process			
Sub-Process Trigger(s): <ul style="list-style-type: none">This sub-process is triggered when a need arises to create a PO (1) when ordering off an existing contract or (2) for a Local purchase.		Key Sub-Process Participants: <ul style="list-style-type: none">AgencyVendors / Bidders	
Inputs:			
Input	Format	Volume/Time	Suppliers
Solicitations	Electronic		Purchasing Department

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Outputs:			
Output	Format	Volume/Time	Recipients
POs	Paper		Vendors
Performance Measures Tracked:			
Measure	Approx. Value		Target Value
Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>	Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>		
Implement the ability to send purchase orders directly to the receiving vendor's system (i.e., no manual entry on the vendor's part)	Electronic signatures / authentication		
Implement the ability to post award information on the web directly from the purchasing application			

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Applications that Support the Sub-process	
Application Name(s) <i>(Internal name and vendor's name)</i>	Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>
TOPS	TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.
STARS	STARS is a mainframe-based governmental accounting system that was developed by KPMG. It is written in COBOL and uses an IMS database.

